

**SECRET**

19 July 1972

MEMORANDUM FOR : Chief, Executive and Planning Division

SUBJECT : IOS - Administrative  
(Agency Annual Report)

Attached is a summary of the developments and accomplishments of the IOS Directorate for FY 1972.

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[Redacted]  
Deputy Director of Security (IOS)

Attachment

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[Redacted]  
EXEMPT FROM GENERAL DECLASSIFICATION  
OF E.O. 13526, EXEMPTION CATEGORY:  
§ 6b(i), (2) (b) or (4) (circle one or more)  
Information Relating to:

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**SECRET**Investigations and Operational SupportFY 1972 Developments and AccomplishmentsInvestigations(a) Investigative Activity

A total of 33, 906 investigative cases involving staff applicant and other individuals of overt and covert interest to the Agency were received. Of these, 13, 576 cases involved field investigation resulting in 21, 456 field investigative assignments.

(b) Assumption of Controls of NAC's

The Investigations Division assumed control of all National Agency Name Checks [redacted] without any increase in personnel in the Investigations Division. This action resulted in an increased efficiency in the handling of name checks and more efficient use of clerical personnel [redacted]

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(c) Curtailment of Credit Checks

The enactment of PL 91-508 seriously restricted the availability of credit checks in covert cases and also resulted in a paucity of information being furnished by Credit Bureaus in other cases. A decision was therefore made to curtail the scheduling of credit checks and to obtain this type of information through interviews with references, neighbors, etc. This decision resulted in a substantial monetary savings without detracting from the investigative product.

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[redacted]  
 EXEMPT FROM GENERAL DECLASSIFICATION  
 OF E.O. 11652, EXEMPTION CATEGORY:  
 § 5D(1), (C), (D) or (E) (circle one or more)  
 APPROVED FOR RELEASE ON [redacted]

(unless impossible, insert date or event)

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~~SECRET~~(d) Elimination of HCIS (formerly HCUA) Checks

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HCIS (formerly HCUA) Checks were eliminated as one of the required National Agency Name Checks after a survey revealed that checks made at this source were generally unproductive. This action resulted in increased efficiency by allowing [redacted] the Liaison Agent handling the HCIS Check to more productive work.

(e) Preparation for Implementation of CAPER System

Investigations Division personnel have attended numerous meetings with OCS and SIPS personnel and have made several recommendations pertaining to the format of the CAPER system which will become effective sometime in FY 1973.

(f) Completion of a Confidential Correspondent Administrative Procedures Handbook

The Office of the DD/IOS completed a Handbook to serve as a detailed guide in the recruitment of Confidential Correspondents and in the overall administration of the Confidential Correspondent Program.

Operational Support(a) Support Activity

A total of 145, 789 manhours of support were expended. This total includes 25, 926 manhours for the [redacted]  
[redacted]

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(1) Surveillance Capability

With the active cooperation of the Office of Communications and the Office of Logistics, the [redacted]  
[redacted] was equipped with a viable radio communication facility which is being utilized in conjunction with both training and operational surveillance requirements.

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Ten Agent/Investigators [Redacted Box] 25X1  
[Redacted Box] completed formal specialized Agency training  
to increase their technical surveillance skills.

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(8) Support to the DCI and the DDCI

A total of 45 specific assignments from the DCI and DDCI were received. This figure represented an 80% increase over similar requests in Fiscal 1971. These assignments encompassed a variety of activity including establishing the bona fides of letter writers and other individuals of special interest, as well as assistance to the DCI and DDCI during certain domestic travel.

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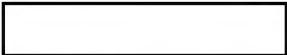


(11) CI/CE Support

During FY 1972, 22 periodic and special reports providing advance information of potential civil disturbances which might impede the Agency's [redacted] ability were issued.

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Statistics

(1) Investigative Support

A total of 3,932 investigative assignments and 257 special inquiries were completed.

(2) Operational Support

A total of 7,582 manhours were expended and 39 safe-site surveys were conducted.

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT

| FROM:  | EXTENSION | NO.          |                    |
|--|-----------|--------------|--------------------|
|  |           | DATE         |                    |
|  |           | 19 July 1972 |                    |
| TO: (Officer designation, room number, and building) | DATE      |              |                    |
|  | RECEIVED  | FORWARDED    | OFFICER'S INITIALS |
| 1.<br>ADD/IOS  | 7/19/72   | 8E           |                    |
| 2.   |           |              |                    |
| 3.<br>DD/IOS   | 7/20/72   | 9/PG         |                    |
| 4.   |           |              |                    |
| 5.<br>Chief, E&PD                                    | 7/20/72   |              |                    |
| 6.   |           |              |                    |
| 7.   |           |              |                    |
| 8.   |           |              |                    |
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| 14.  |           |              |                    |
| 15.  |           |              |                    |

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)